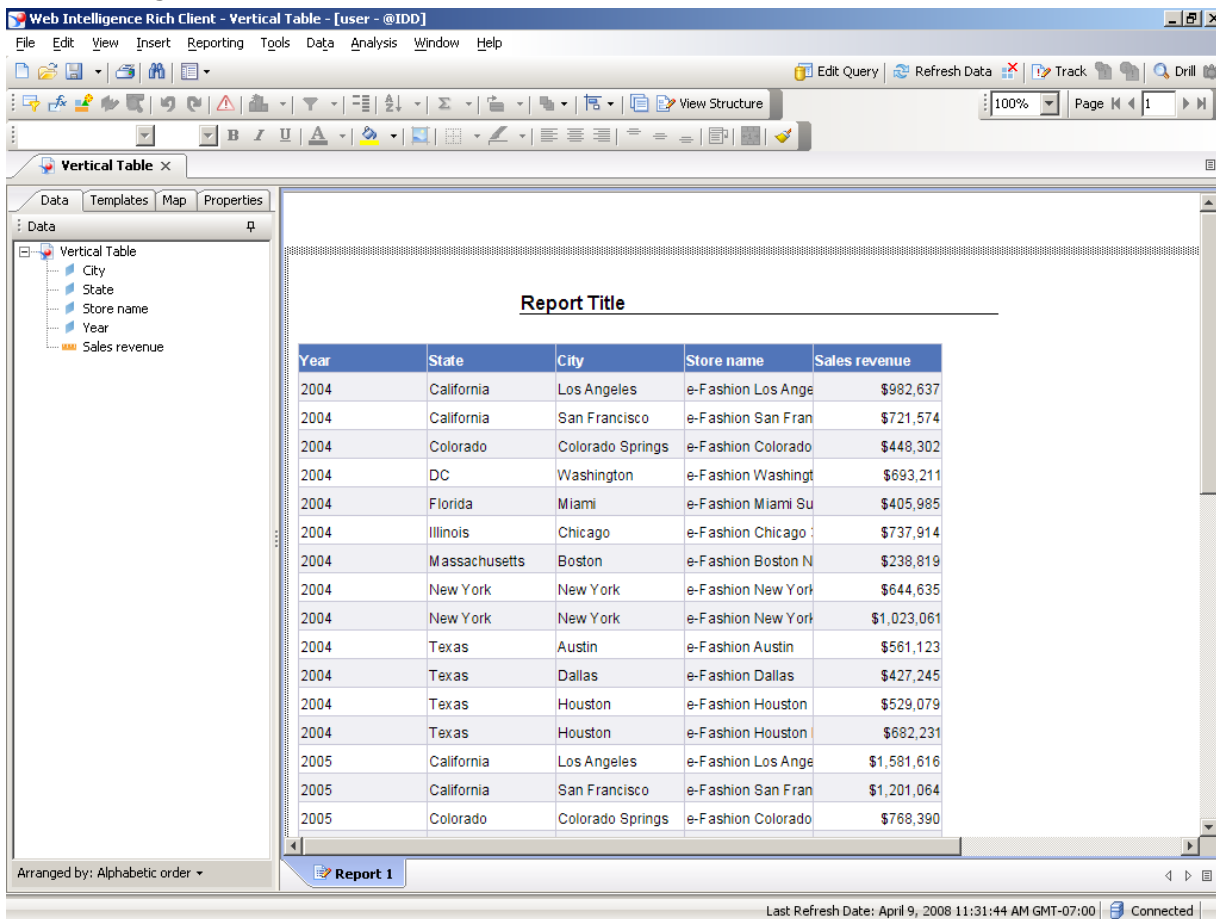Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client - Vertical Table - [user - @IDD]

2. Press [Enter] to continue.

> When you first run a query in the Web Intelligence Rich Client, the data is retrieved from the database and displayed in a Web Intelligence report in the form of a vertical table, as you see here.
>
> You can change the format of the table into any table or chart type you choose, either

by transforming the original table, or by creating a new data block and projecting data from the original query into the block.

In this lesson, you insert a new report in an existing document, and by selecting the objects that were used to create the document, you are going to project data into a crosstab table that you will create in the new report.

Press **[Enter]** to continue.

3. Press [Enter] to continue.

First, insert a new report in the document.

In the application, you would right-click the Report 1 tab.

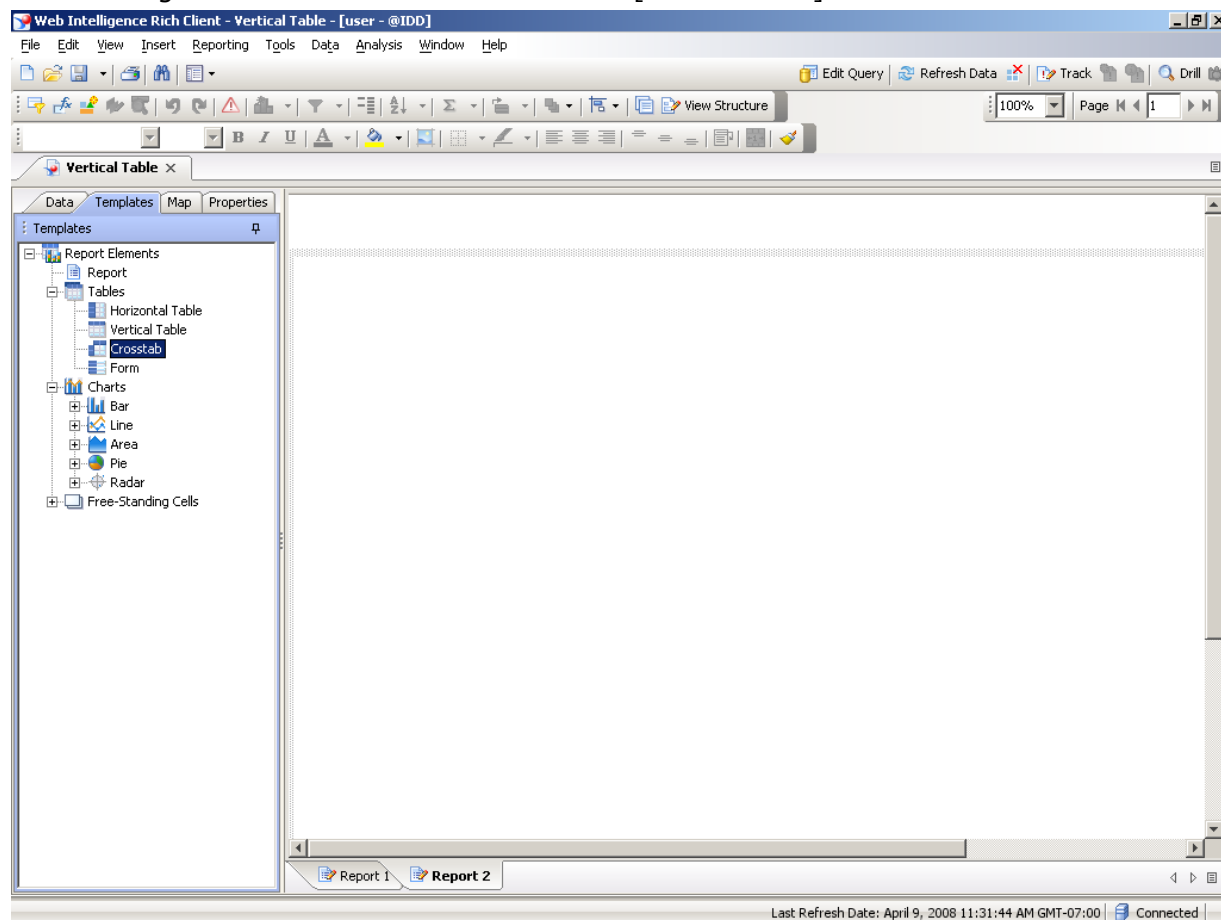In this exercise, the right-click is handled for you.

Press **[Enter]** to continue.

4. Click **Insert Report**.

5. Click the **Templates** tab.

Now, insert a crosstab in the blank report.

Web Intelligence Rich Client - Vertical Table - [user - @IDD]

6.   Drag the **Crosstab** template into the blank pane on the right.

7.   Click the **Data** tab.

> A crosstab is inserted in the blank report. Now, select the objects you want to use to project data into the new table.

8.   Press [Enter] to continue.

> In the Data tab, you can see all the queries that were used to create this document. In this case, only one query was built to retrieve data for this document.
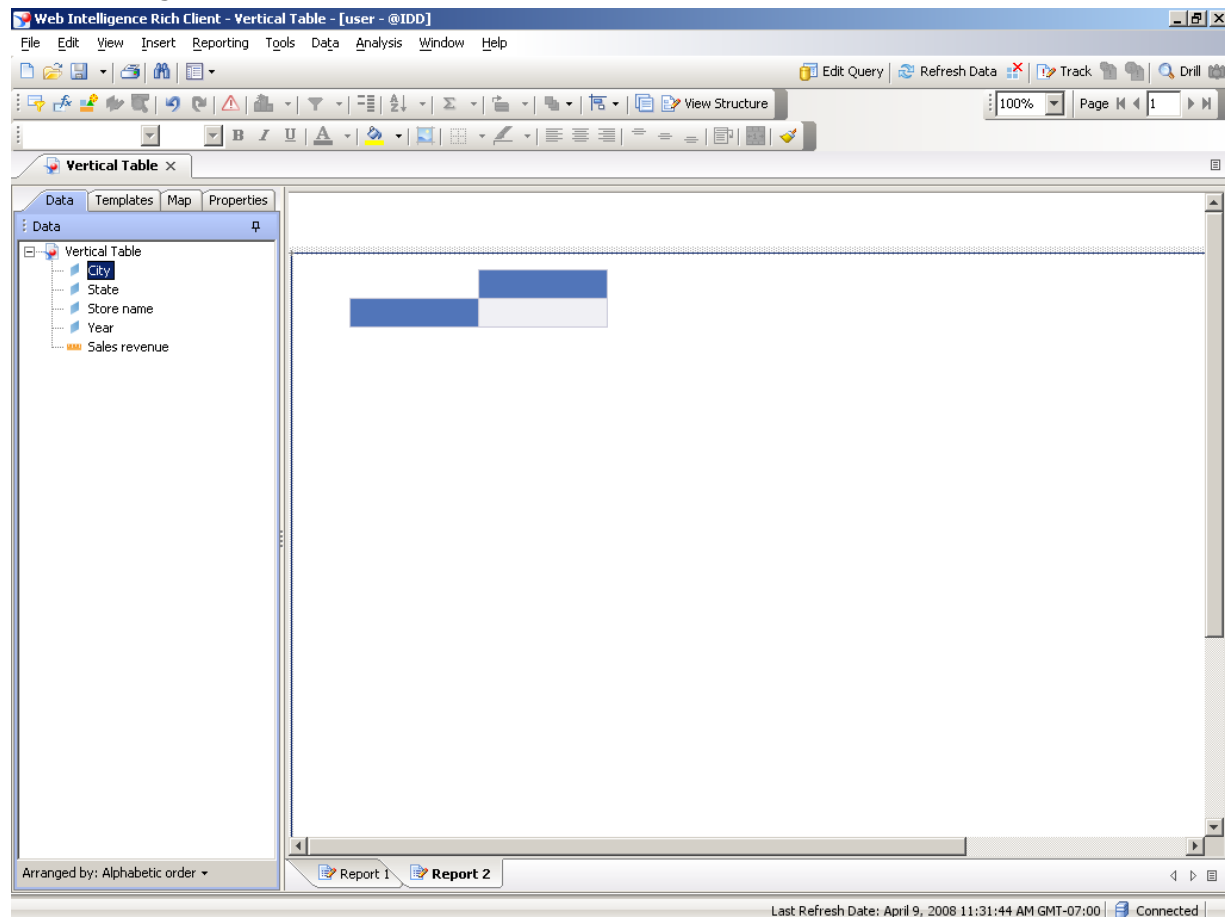>
> In selecting objects already available in the document, you do not need to build or

> edit the query, and retrieve new data from the database. You can use the data that is already available, as long as it corresponds to the information that interests you.
>
> Press **[Enter]** to continue.

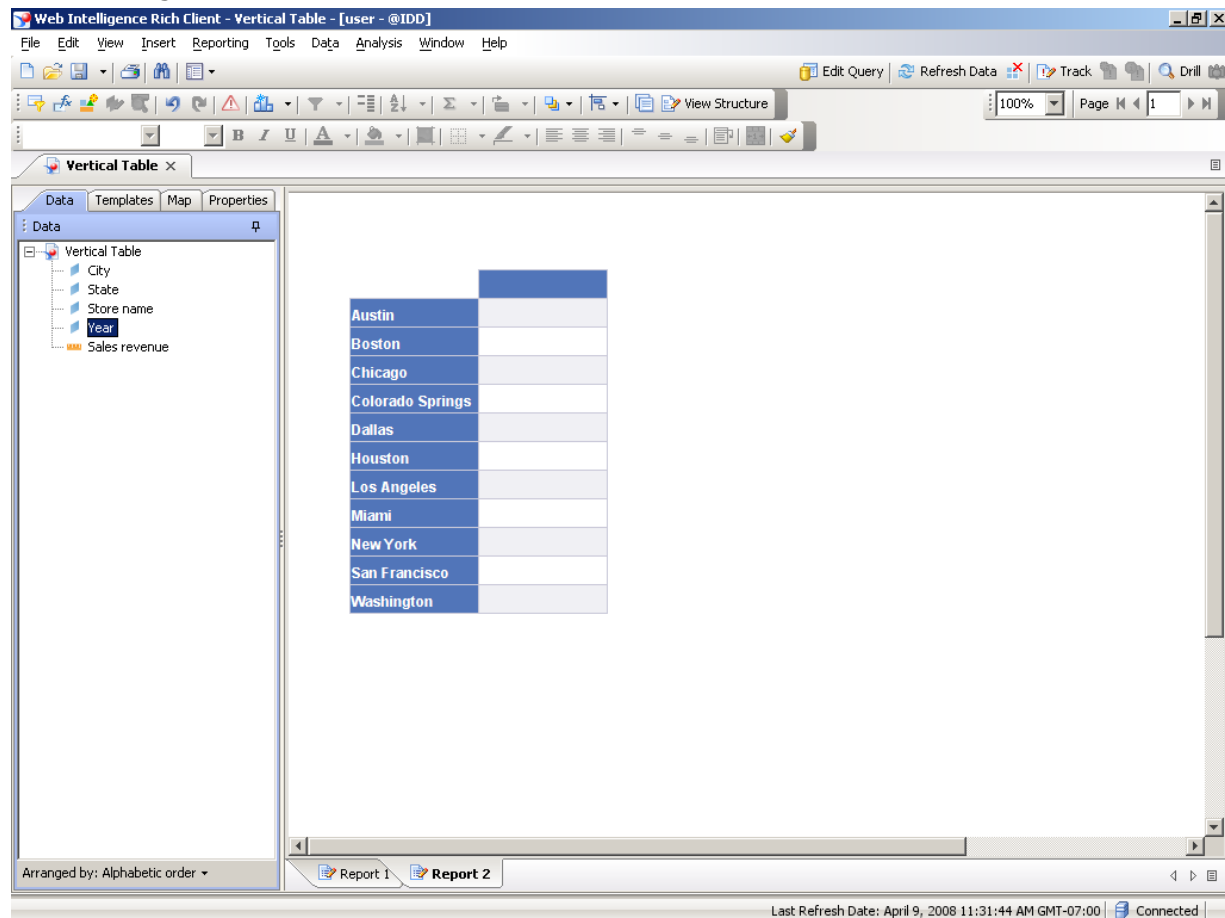Web Intelligence Rich Client - Vertical Table - [user - @IDD]

9. Drag the **City** object to the row header of the blank crosstab.

> Now, drag the objects that interest you and drop them over the new table, and the data they retrieve will be projected into the report.

Web Intelligence Rich Client - Vertical Table - [user - @IDD]

10. Drag the **Year** value over to the heading of the rightmost column.

11. Click the **Data** tab.

You have selected the objects you want to use for the vertical and horizontal axes of this crosstab.

Now you need to insert the aggregate data that you want to calculate in relation to Year and City.

Web Intelligence Rich Client - Vertical Table - [user - @IDD]

12. Drag the **Sales revenue** measure into the data area below the year column headings.

13. Press [Enter] to continue.

The new crosstab table displays the data retrieved by the objects you selected.

Press **[Enter]** to continue.